G. R. S. 58]

Previous references.

File No. 446-15

1915.

Serial Nos. 1-2

(Gen. Mis.)

Later references.

Issue. M. 13/10/43

GENERAL AND REVENUE SECRETARIAT.

Serial Nos.

Part B for March 1916.

SUBJECT.

Amendments to the Office Manual.

24/7116

W D 1351—GPB—20,000—13-12-15

G. R. S. 11] 1915.

GENERAL AND REVENUE SECRETARIAT.

(Gen. Mis)

NOTES.

G. M File No. 44[illegible]-15

FILE HEADING.

Amendment of Rules in the Revised Manual of Office Procedure of the Gen & Rev Secretariat.

From

No. G. 12539-40 / G. M. 185-15-13 Dated 6. 3. 1916 Received 15. 3. 16.

Diary No.	Enclos.	Spare Copies.	Serial No.
			/

BRIEF ABSTRACT OF LETTER.

Revises the heads of correspondence dealt with in Branches V & VI of the Gen & Rev. Sectt.

NOTES AND ORDERS.

NOTES—First Sheet.

G.R.S. 13]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

G. M. No. G. 12539—40

G-Gn. 15-5-15-13

Q. 6. 3. 16, amending Rule 2 of the Mines Office Manual.

After note by the Members of the Cash Section, Br. V may be asked to kindly state if action has been taken by them to get this amendment slips printed

Subd

8.81.

8/3/1946 9/3

yes Br. 9/3.

Circulated 9/3

10. 3. 16

As 'Amendment of Office Manual' is to be dealt with in the Cash Section not action has been taken here.

11.3.16.

Subd.

May not action be taken by Br. V itself?

Subd. for order

14/3/16

The G.Gn. has issued therefrom & the connected file is with them

15/3/16

Br V will take action early

Br. 15/3.

15/3

N.B.—Should routine notes be written on small slips, the notes must be copied or slips pasted on this form.

GPB—50,000—5-8-15

G. R. S. 12]

General and Revenue Secretariat.

G. M. File No. 446 of 1915.

Serial No.	
—	Subd with a draft G. M. for approval or other orders whether the items (a) to (f) of para. (iv), clause (V) of Rule 2 may stand as proposed in the draft is for consideration. Asst 17.3.16 17/3 G.M.
2	To. The Supdt Govt Press. No: G/3202 dt 22-3-16 Orders certain amendment of Rule 2 in the Revised Manual of Office Procedure of the G.R.S.

B

NOTE—Contn. sheet.

GPB—70,000—17-12-15

5

in modification of the list forwarded with this office letter No. G. 4150-G.M.155-15-4 dated 23rd September 1915.

Copy to Cash Section.

R. Parameswaran

for Secretary to Govt.
Rev. Department
In charge, General Deptt
Govt.

B.K.M.
9

G. M. 446-15

Sl-2

G. R. S. 27]

GENERAL AND REVENUE SECRETARIAT.

(*Continuation sheet draft form.*)

No: G/13202 dt 2.

Official Memorandum.

The following amendment of Rule 2 in the Revised Manual of Office Procedure of the Gen & Rev Sects is ordered: —

Amendment no 1.

Page 2 - Rule 2: Substitute the following for clauses V & VI.

V: General.

(i) Press.
(ii) Military
(iii) Mines & Geology.
(iv) General Miscellaneous comprising the following: —

(a) Meteorology.
(b) Gardens
(c) Archaeology.
(d) Patents
(e) Examinations.
(f) All matters not falling under any of the Specified Branches.

VI Education and Agriculture.

(i) Education
(ii) Agriculture & Exhibitions.

GPB—20,000—7-7-14

[illegible] & Commerce (including
co-operative societies and Agricultural Banks).

Economic Conference.

By order,

[illegible]
for Secretary to Govt
Gen. Dept

The Supdt Govt Press with
a copy of the above printed
in book form (Office manual size)
copies may be supplied early.

MLT

12/2